Eddie Baza Calvo Governor

GENERAL SERVICES AGENCY

Ray Tenorio

(Ahensian Setbision Hinirat) Department of Administration Lieutenant Governor

Benita A. Manglona

Director

148 Route 1 Marine Drive, Piti, Guam 96915 Tel: (671) 475-1707 Fax Nos: (671) 475-1727 / 472-4217 Acting Deputy Director

John A.B. Pangelinan

October 15, 2014

GENERAL SERVICES AGENCY CIRCULAR NO.: 2015-004

TO:

All Department and Agency Heads

FROM:

Chief Procurement Officer

SUBJECT:

Update of Authorized Personnel and Signatures

Hafa Adai! Please be advised that the General Services Agency is updating our files on authorized personnel as well as the assigned alternates for all departments/agencies. These individuals will be the only persons to be honored at the Tendan Gubetnu, the State Agency for Surplus Property, and the Control Branch pertaining to the issuance of supplies and materials in addition to the release of procurement and other related documents. It is important that these files remain current to ensure the timely processing of your Department/Agency documents.

Attached is the necessary form to be completed. Should you have any questions, please contact GSA @ 475-1707.

Your immediate attention and usual cooperation is greatly appreciated.

Dangkolo na Si Yu'os Ma'ase'

attachment



GENERAL SERVICES AGENCY

SIGNATURE AUTHORIZATION

TENDAN GUBETNO AND GUAM STATE AGENCY FOR SURPLUS PROPERTY

		Date:	
To:	Chief Procurement Officer General Services Agency		
From:		Dept./Div. No:	
		Telephone:	
		Fax:	
The folloand the C Section.	owing person or persons are authorized GUAM State Agency for Surplus Prope	l to sign for and pick-up supplies ferty and procurement related docu	from the Tendan Gubetno uments from the Control
N	Name, Position or Title	Signature	Initial
N	Name, Position or Title	Signature	Initial
N	Name, Position or Title	Signature	
N	Name, Position or Title	Signature	Initial
	Name. Position or Title	Signature	Initial